

| | | |
|---|---|--|
| NEVADA DEPARTMENT OF CORRECTIONS | SERIES 300 PERSONNEL AND TRAINING TEMP | SUPERSEDES AR 338 12/05/94 (IB 94-35) |
| ADMINISTRATIVE REGULATIONS MANUAL | ADMINISTRATIVE REGULATION 338 FORMER EMPLOYEES ACCESS TO DEPARTMENT PROPERTY | EFFECTIVE DATE: 08/12/02 |

TABLE OF CONTENTS

| | | |
|---------------|------------------------------|-----------------|
| | <u>PURPOSE</u> | |
| | <u>AUTHORITY</u> | |
| | <u>RESPONSIBILITY</u> | |
| | <u>DEFINITIONS</u> | |
| | <u>APPLICABILITY</u> | |
| | <u>PROCEDURES</u> | |
| <u>338.01</u> | APPROVAL AND ACCESS | |
| | <u>REFERENCES</u> | |
| | <u>ATTACHMENTS</u> | |
| | <u>MANDATORY REVIEW DATE</u> | <u>08/12/03</u> |

PURPOSE

To set forth guidelines regarding former employee access to Department property, to include institutions and the administrative offices.

AUTHORITY

NRS 209.131

RESPONSIBILITY

It shall be the responsibility of the appointing authority to ensure compliance with this regulation.

Each employee, and former employee, has a responsibility to comply with this regulation.

DEFINITIONS

APPOINTING AUTHORITY - Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include: Assistant Directors, Medical Director, Administrator Mental Health and Program Services, Wardens, and Division Heads.

DEPARTMENT – The Nevada Department of Corrections.

DIRECTOR – The Director of the Nevada Department of Corrections.

APPLICABILITY

This regulation applies to all former employees, classified and unclassified, of the Department of Corrections.

PROCEDURES

338.01 APPROVAL AND ACCESS

1.1 Access to Department institutions or the administrative offices must be authorized in advance, as follows:

1.1.1 Wardens, Assistant Directors, and former Directors or Appointing Authorities must be approved by the Director or designee.

1.1.2 Associate Wardens, Division Heads, and below must be approved by the Warden or Appointing Authority.

1.2 The Director/designee, or appropriate representative, may require the former employee to complete a background check.

1.3 Should a former employee arrive at any Department institution or administrative office without proper authorization, the Director/designee, or appropriate representative should be immediately notified.

1.4 Former Department employees will not be allowed to access any Department property, without proper authorization.

REFERENCES

None

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.